

Memorandum

TO: Sue Sillick, Montana Department of Transportation
FROM: George Mazur, Cambridge Systematics
DATE: February 17, 2009
RE: Contract #308603, Progress Report for January 2009

■ 1.0 Summary

This Progress Report summarizes Cambridge Systematics' (CS) activities and progress on project work tasks and deliverables in support of contract #30863, *Smart Transportation and Land Use Planning*. The project was initiated on September 18, 2008.

■ 2.0 Work Progress and Accomplishments for January 2009

The following bullets describe the work that was undertaken by the CS team during this reporting period.

- Task 1 - The research team completed a pre-production draft of Tech Memo #1, which provides results from Subtasks 1.1, 1.3 and the web-survey portion of Task 1.2. Tech Memo #1 will be submitted to MDT and the Technical Panel at the beginning of February. The research team prepared and transmitted an interview plan that described the targets and scripted questions for the follow-up interviews of Montana planning professionals (Task 1.2) and current tool users (Task 1.4); comments were received from two Technical Panel members. The team initiated the Task 1.4 interviews in late January, and plans to begin scheduling the Task 1.4 interviews at the beginning of February. As of 1/31/09, work is completed on Subtasks 1.1 and 1.3, and still *in progress* on other elements of Task 1. The Subtask 1.2 and 1.4 interviews are being conducted concurrently with Tasks 2 and 3, and are scheduled to be completed by the end of February.
- Task 2 - This month's efforts have included further identification and assessment of potentially well-developed tools from locations outside of Montana, and assembly and cataloging of resource material. The research team began the tool compilation and analysis process using preliminary interview results from Task 1.4 and literature review findings from Task 1.3. The team continues to expand the tool inventory developed in Task 1 through reviews of paper compendiums from several TRB annual and specialty conferences.

- Task 3 - The research team, as part of the interviews and Task 2 evaluation, has been identifying discrete tools and potential strengths and weaknesses from each example tool application. The team has prepared an initial framework to guide evaluation and gap analysis of the potential tools. The team has also begun to identify a shortlist of tools that may have high applicability to Montana's planning and decision making needs.
- Task 4 - Work has not initiated on this task.
- Task 5 - Work has not initiated on this task.

■ 3.0 Project Schedule

- The planned and actual time schedule is shown in Table 1. As previously noted, work on Tasks 2 and 3 initiated ahead of schedule on September 18, 2008. As agreed to with MDT, work on the interview portions of Task 1 will continue through February 2009 with the results reported in Technical Memorandum #2.

Table 1 - Planned and Actual Time Schedule

Task	Scheduled Start Date	Scheduled Completion Date	Actual Start Date	Actual Completion Date	Percent Work Complete as of 1/31/08	Task Budget	Estimated Expenditures as of 1/31/08	Estimate Percent Expended as of 1/31/08
1. Literature Review and Scan	9/18/2008	1/15/2009	9/18/2008	n/a	70%	\$ 80,328	\$ 57,500	72%
2. Compilation and Analysis	12/15/2008	3/15/2009	9/18/2008	n/a	40%	\$ 46,852	\$ 18,400	39%
3. Gap Analysis	2/15/2009	6/15/2009	9/18/2008	n/a	5%	\$ 39,834	\$ 2,007	5%
4. Stakeholder Engagement and Tool Refinement	4/15/2009	8/15/2009	n/a	n/a	0%	\$ 51,601	\$ -	0%
5. Toolkit Development and Deployment	7/15/2009	10/31/2009*	n/a	n/a	0%	\$ 81,261	\$ -	0%
Project Total						\$ 299,875	\$ 77,907	26%

* Task 5 completion date represents submittal of Draft Project Report.

■ 4.0 Project Issues

- The interviews of Montana planners will not be initiated until the beginning of February. Based on this slight delay, we have revised the target delivery date for TM #2 to March 13, 2009. This revised delivery date is two weeks in advance of the Technical Panel meeting that is scheduled for March 27, 2009.
- Delivery dates for subsequent items remain unchanged

■ 5.0 Fiscal Expenditures

- The expenditures shown in Table 1 reflects CS and subcontractor expenditures through January 31, 2008.
- The total *estimated* expenditure of \$77,907 represents about 26% of total project funds.